

Town of Norfolk Planning Board Meeting Minutes February 5, 2024

The Town of Norfolk Planning Board held a meeting Monday, February 5, 2024 at 6:15 pm, Norfolk Town Hall.

Call Meeting to Order

Kate Chepeleff (chair) called the meeting to order.

Pledge of Allegiance

The Pledge of Allegiance was said by all present.

Rollcall

Kate Chepeleff (chair) called roll, Richard Planty, Tom Emburey, Andrew Solley, Gary Bandy - Present. Lori Queor – Not Present.

Members in attendance constituted a quorum.

Also in attendance was Code Enforcement Officer, Tim Wunder.

Adoption of Agenda

The agenda for the meeting was reviewed by the Board. Kate Chepeleff added D. Subdivision and E. Small Residential Business for R-H Revision under Other Items to the Agenda. A motion to accept the agenda as amended was made by Kate Chepeleff and seconded by Tom Emburey. All In Favor – Carried.

Adoption of Minutes

Minutes from the January 12, 2024 Planning Board Meeting were reviewed. Kate Chepeleff wished to add a notation under Small Residential Business for R-H Revision under item 13 indicating that the definition of primary residence needs to be described. Motion by Kate Chepeleff to adopt the Minutes as amended and seconded by Richard Planty.

All In Favor - Carried.

Proposed Zoning Changes

Kate Chepeleff informed the Board that she had spoken to the property owners, who were amenable to the change to C-H for the properties on the corner of SH 310 and CR 39 as submitted to the County with the condition of limiting the rezoning to 500' from the centerline. Shawn Thrana who owns an adjacent property (Tax Map # 23.002-1-14.2) would like to be included in this rezoning effort. Kate Chepeleff will follow up with the County to see if this property can be added to the proposed rezoning. The next step is for the Town Board to review for approval at the next Town Board meeting.

Adaptive Reuse Code Update

The Board was asked to review the draft of the Adaptive Reuse Code prepared by Theresa Planty. The Board members gave their input regarding wording changes and the appropriate protocols and procedures for application of same. An amended draft of the Code will be submitted to the Town Board for approval.

Submission of Minutes for Publication to Website

Secretary Theresa Planty informed the Board that the Town is legally obligated to publish minutes of Planning Board meetings to the Town's website within a 2-week period. To achieve this goal, it was agreed that on completion, Theresa would email the Board members a draft copy of the minutes for their input. The draft would then be posted online until the next meeting when the minutes would be reviewed and approved. Once approved, the final edition of the minutes would replace the draft version online and on file.

Subdivision

Kate Chepeleff updated the Board on the proposed subdivision of a parcel at 405 CR 40 which straddles the Town of Louisville and Town of Norfolk lines. Kate was contacted by the owner's lawyer, and they indicated that they would consider subdividing with the goal of achieving a 100' lot width as required by the Norfolk Town Code for a buildable lot.

Primary Residence Definition

The Planning Board needs to complete a review of the definition of primary residence for use in the Code. One example is as follows "Considered to be the principal or main home you live in most of the year. You can only have one primary residence at a time. This is usually the address listed on your driver's license, tax returns and other official government documents. Your primary residence can be any dwelling where you live for a majority of the year that is considered your permanent address, including a single-family home, an attached or multi-family home, a condominium, a townhouse or an apartment or rental unit". During Codification, a complete review of other definitions will be conducted, and a final recommendation will be made to the Town Board after that time.

Other Items

It was agreed to table the following topics until the next regular meeting of the Planning Board: Temporary Signs and Billboards, Opting out of RPTL Section 487.

Next Meeting

The next meeting of the Planning Board is for codification and is scheduled for February 22, 2024 at 5:15 pm. Theresa Planty will be emailing the Board members with a list of monthly codification meeting dates.

Meeting Adjourned

A motion to adjourn the meeting was made by Kate Chepeleff and seconded by Tom Emburey. All In Favor – Carried. Meeting adjourned.

Dated: February 8, 2024

Theresa Planty, Planning Board Secretary

cc: Planning Board Chair, Town Supervisor, Code Enforcement Officer, Town Clerk